

Format for Time Punches

Punches may be entered in the following ways:

- Use a 12 or 24 hour format (1:00 PM or 13:00).
- 7a may be entered (7a = 7:00AM) (7p = 7:00PM).
- Leading zeros are optional (0700 = 7:00).
- Trailing zeros are optional (7 = 7:00).
- Colons are optional (700 = 7:00).
- A.M. is assumed for all hours except for 12:00 – 12:59, when PM is assumed.
- A.M., AM, A, a, or a.m. will be converted to AM. PM follows the same rules.
- Midnight is 00:00.